

NORTHBRIDGE ATHLETICS

Coaches Athletic Handbook

PHILOSOPHY OF ATHLETICS

At Northbridge High School, we consider athletics an integral part of the educational experience. Athletics provides opportunities that will help students develop physically, mentally, and emotionally. We view the competition of athletics as a healthy educational and physiological activity because it challenges each student to excel, to discover his or her physical limits, and to work cooperatively with team members. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of contests.

COACHING CHECKLIST

Athletic Handbook: Read and fully understand the Athletic Handbook. The Athletic Handbook is available on the NPS Athletic Website.

Seasonal Employee Status: All coaches are Seasonal Employees for the Town of Northbridge. Coaches are renewed yearly upon evaluation. Coaches are required to meet with HR personnel prior to starting assignment.

Cori and Fingerprints: Must be on file with the Human Resource Department prior to coaching. All volunteer coaches MUST be Cori checked and if they will be alone with the team in ANY capacity they must be fingerprinted as well.

Concussion Information: All MIAA member school coaches (stipend or volunteer) are required to take annually the on-line National Federation Concussion Course, or other MA Department of Public Health recognized education program, prior to the start of their season. www.nfhslearn.com. A copy of the certificate must be sent to the Athletic Director and Kristy meyers

CPR/AED Training: Massachusetts requires coaches to be certified in CPR [per Section 1. Section 47A of chapter 71 of the General Laws](#). Additionally, AED training is required and will most likely be done in conjunction with the existing mandated CPR training.

Where Sportsmanship is Expected

NORTHBRIDGE ATHLETICS

Coaches Athletic Handbook

Mandatory Coaches Education completed prior to start of second year of coaching:

- All coaches hired prior to August 1, 1998 are exempt from taking the Fundamentals of Coaching Course.
- Coaches hired after 8/1/98 and before 7/1/05 must have completed the NFHS Fundamentals of Coaching Course with the exception of Certified MA teachers.
- All coaches (stipend or volunteer) first serving as an interscholastic coach after July 1, 2005 must complete the NFHS Fundamentals of Coaching Course, and an approved Sports First Aid course.

*The NFHS Fundamentals of Coaching Course requirement must be met through attending an MIAA sponsored Fundamentals of Coaching Class with MIAA Certified Instructors. Must be completed and passed prior to coaching a second year.

*The NFHS Sports First Aid may be met by completing on-line courses with the NFHS <http://www.nfhslearn.com>. Must be passed prior to coaching a third year.

STUDENT ATHLETE REQUIREMENTS

Registration: Online registration is required prior to any athletic participation. All student-athletes each season are required to register through our online athletic registration platform – FamilyID (www.familyid.com).

Physicals: All student athletes are required to have a current physical on file with the school nurse's office. A physical is good for 13 months. Student-athletes cannot under any circumstances participate in any way without having a current physical on file.

Academics: Student athletes must be approved academically by their respective school's Dean of Students before they are allowed to participate in competition. This will be indicated in Family ID. If the student is not approved they cannot compete.

ORGANIZATION OF TEAMS

Practice / Tryout and Gym Times: Are shared for all through the Coaches Information Hub Google Drive and will be updated when needed. Coaches will work with the Athletic Director to build equitable practice and game schedules for all teams, especially those using shared space.

Team Lists: The team list supplied by the athletic office should be updated by coaches to remove students who leave the sport.

Where Sportsmanship is Expected

NORTHBRIDGE ATHLETICS

Coaches Athletic Handbook

Rosters: Please provide the athletic office with a final roster *no later than three (3) days before the first contest*. The roster template is located in the Coaches Information Hub Google Drive. Please use this form. To complete rosters.

Captains: The following process should be executed when selecting all Captains:

1. Players advise coach on captains by voting. Each player gets one vote; however, students can divide the one vote across multiple students on the ballot. For example, Jamie votes for 3 people, then each of those 3 votes counts as 1/3 of a vote.
2. Coach has complete discretion. The coach can go with the player's advisory vote or can adjust based on the coach's expertise.

The ballots should be kept on file for one year. There should be no permanent sub-varsity captains. There can be game day captains for sub-varsity teams.

Senior Athletes: A Senior Athlete who has been with the program for 3 consecutive years prior shall be offered a roster spot. A Senior Athlete who has not been with the program consecutively will be subject to evaluation.

ORGANIZATION OF TEAM ACTIVITIES

Parent Meeting: All teams are required to be a part of our pre-season Player/Parent Meetings which take place prior to the start of the season. The meeting should include; providing contact information for coaches, communicating all expectations for the year including such things as the drug and alcohol policy, hazing policy and academic/discipline policies. Please be sure to answer all questions and concerns and be available to help with new families to the program.

Communication: Coaches are not to text individual student athletes. Communications should take place through a group app such as sportsyou or through the coaches official nps.org email account.

Schedules: Check Arbiterlive.com to be sure that your schedule looks correct. All updates and changes will be made to that site by the athletic office, please check the website frequently. If a change needs to be made after the schedule has been finalized, reach out to the Athletic Director to request the change. The Athletic Director will coordinate with the opposing team's Athletic Director and coach to make any changes.

Non-league Games / Scrimmages: All scrimmages and non-league contests set up by the coach need to be communicated to the Athletic Department prior to the start of the season.

Where Sportsmanship is Expected

NORTHBRIDGE ATHLETICS

Coaches Athletic Handbook

Buses: All teams must travel to all away athletic contests by school provided transportation unless it has been agreed upon with the Business Office. Buses are not provided for practices. Please review the weekly athletic schedule provided by the Athletic Director for all early dismissals and departure times. If a bus is not on time, call the Athletic Office/Athletic Director. If it is not during athletic office hours, call the bus company directly at 508-234-8981.

IMPORTANT MESSAGES TO THE STUDENT ATHLETES

Hazing / Bullying: It is imperative that we stress to our teams that hazing is against the law and will in no way be tolerated by Northbridge Public Schools. The team members must know that they should report immediately to the coaches or Athletic Director any form of hazing or initiation. We will act to be sure everyone feels safe in our program. If there is a concern, contact the Athletic Director as soon as possible.

Team Spirit: Must be team related or Northbridge related (wearing white, gray, black, maroon, Ram apparel, etc.). Dressing formally is ok as well. Please be sure that you are ok with what the team plans and remind the players to keep in mind the hazing law. If there are any questions as to what is acceptable, please check with the Athletic Director.

Drug and Alcohol Policy: Be sure to read the MIAA Chemical Health Policy to your team (provided in handbook).

School Attendance: Students are expected to be in school every day and attend all classes. Occasionally circumstances arise and students need to miss a portion of the day due to doctors appointments, family obligations, etc. In these cases, students must attend at least half of the school day to be eligible for athletic participation that day unless approved by the Principal/Athletic Director.

Music: If your team plays music during practices/games, you must listen to all music and approve ahead of time.

Injuries: All injuries and illness should be reported. If there is an injury that you believe is severe enough to call an ambulance do not hesitate to call. Also, call the parents and Athletic Director.

IN SEASON RESPONSIBILITIES

Locker Room: The locker room is the coach's responsibility. If anyone on your team is using the room they must be supervised. The coach must be the first in, the last out and make sure the student athletes pick up after themselves. Please remember this is a shared space for all students, student-athletes, teachers and coaches. Please be respectful of all that use this space.

Where Sportsmanship is Expected

NORTHBRIDGE ATHLETICS

Coaches Athletic Handbook

Equipment / Uniform: It is imperative that all coaches take part in the collection of uniforms at the conclusion of your season. Please do so in a timely manner so uniforms can be stored properly.

Athlete Supervision for Away Contests: Upon returning to the school after an away contest, coaches are to remain with athletes until a parent/guardian picks them up after the athletic contest. The coach must supervise the athletes until the last athlete leaves the premises.

Key Cards: If need be, Key Cards to the school will be provided to coaches. At the completion of each season, Key Cards **must** be returned to the Athletic Office to have on file.

ADMINISTRATIVE DUTIES

Reporting Game Scores: All Varsity game scores must be reported to the Athletic Director, the Worcester Telegram & Gazette, Boston Globe, and Boston Herald..

Worcester T&G: sports@telegram.com (or call 508-793-9350)

Boston Globe: hssports@globe.com

Boston Herald: hssports@bostonherald.com

The Athletic Director will update daily all varsity scores into Arbiter for the MIAA state-wide power ranking.

Banquets: All Banquets should be completed prior to the start of next season. Please make every effort to be mindful of our student-athletes who will be participating in the following season. It is never too early to plan.

Officials Sheets: The Athletic Department will take care of all official paperwork/payments.

Playing and Equipment Conditions: Be sure, on a daily basis, that you walk the playing environment and also check your equipment to ensure that the conditions of both are up to the safety standards necessary. If there is a problem with either be sure to contact the Athletic Director immediately or do not use.

Managers: Are an important part of and play an integral role on the team. However, managers are not allowed to practice or play in games. If they are practicing, then they are players and need to be registered and have a current physical on file with the school nurse. All managers are expected to be at all home games to assist with score sheets/game clock. For away contests managers can only travel in school provided transportation.

Where Sportsmanship is Expected

NORTHBRIDGE ATHLETICS

Coaches Athletic Handbook

COMMUNICATION

Injuries: If the event arises where a student-athlete or member of the coaching staff is in need of medical attention during a practice session where Emergency personnel needs to be called. You must notify the Athletic Director as soon as the injured party is attended to. Any and all such incidents must also be followed up with written documentation to the Athletic Department using the

Mailboxes: Coaches who work for NPS - physical mailboxes are located in their school of employment. Please check daily for messages and mail. Email will be the primary method of communication. All head coaches will have an nps.org email account. This email address must be used for all correspondence with students and families. Please be sure to check your email multiple times per day to ensure that you are not missing anything. However, please know the Athletic Director is available by phone should you need anything.

Social Media: If you use social media for your team, be sure that it is only positive, and team related. Coaches only – no students posting. Please remind your team to be very careful what they post on their personal sites.

Website – <https://sites.google.com/nps.org/nhs-athletics/home>

Twitter – @NBRamsAthletics

Instagram – northbridgeathletics

Facebook-Northbridge Athletics

Let the athletic office know if you would like anything posted.

**Any questions or concerns – contact Athletic Director, James Lagos at 508-234-6221 x 1504.
Cell phone 508-846-1990**

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